

Construction Phase Plan Guidelines

It is a legal requirement that a Construction Phase Plan is carried out for every space only stand (or “mini site” as they are known under CDM law) and it is each exhibitor’s responsibility to ensure that their Principal Contractor does this.

A “**Construction Phase Plan**” is similar to a Risk Assessment but with the following additions:

- a) Who are the duty holders? (particularrly Principal Contractor)
 - what training / experience do they have?
 - What do they need?
 - How will they be monitoring progress and safety?
- b) How will site rules, changes of information, Construction Phase Plan, Method Statement, Risk Assessment, Accidents and Incidents be communicated?
- c) What consultation process is in place with your contractors?
- d) Who is responsible for what?
- e) What are the site rules?
- f) What are your Welfare Arrangements?
- g) What are the main dangers in your construction process and what controls are in place?

Construction Phase Plan

Name	
Company	
Event/Stand	Give a description
What has the venue / client made you aware of	Consider: <ul style="list-style-type: none"> • Site Rules • Aesthetic Rules • Schedule
Who else is working on the job with you?	What is the structure and who is responsible for what?
Who is the principle contractor?	<ul style="list-style-type: none"> • How have you chosen your contractors? • What training have they had? • What do they need to do? • Are they experienced? • How will they be monitoring progress and safety?

<p>How will you communicate:</p>	<p>Consider:</p> <ul style="list-style-type: none"> • Site rules • Changes to information • Method Statement • How will you consult with your contractors? • Accidents and incidents
<p>What are your welfare arrangements?</p>	<p>Minimum welfare requirements to consider:</p> <ul style="list-style-type: none"> • Toilets • Washing facilities • Drinking water • Boiling water • Food • Seating
<p>What are the main hazards</p>	<p>List the main risks or hazards – such as:</p> <ul style="list-style-type: none"> • Falls from height • Collapse of structure • Waste • Mechanical Equipment • Supervising members of the public who may be at risk • Electrics / gas / water • Noise and vibration • Stability • Control of lifting operations • Maintenance of plant and equipment • Rigging • Pyrotechnics • Lasers and similar special effects • Traffic routes and the segregation of vehicles and pedestrians • Storage of materials of work equipment • Manual handling • Hazardous substances
<p>Now ensure all of these areas are covered in your stand Risk Assessment</p>	